

**California State Library  
Library Services and Technology Act**

**Outcome Measurement Project  
Reporting Instructions**

Reports are required every three months during the project term, unless otherwise stipulated in the award letter. Reports are due at the State Library Budget Office 30 days after the close of the quarterly period as follows:

July 1 - September 30	Due October 31
October - December 31	Due January 31
January 1 - March 31	Due April 30
*April 1 - June 30	Due July 31

\*Note: Use LSTA Form 9 (Final Narrative Report) to cover narrative activities for this quarter and to summarize the achievements of the entire grant year, do not use LSTA Form 7 OM (Quarterly Narrative Report) for the fourth quarter.

**Step 1:** Complete LSTA Outcomes Project Design and Report Form (Parts 1 & 2) and e-mail to [lsta@library.ca.gov](mailto:lsta@library.ca.gov).

**Step 2:** Complete LSTA Form 7 OM (Quarterly Narrative Report) and e-mail to [lsta@library.ca.gov](mailto:lsta@library.ca.gov).

**Step 3:** Complete LSTA Form 8 (Quarterly Fiscal Report)

**Step 4:** Mail three (3) copies of each form named in Steps 1 to 3 above. One of each of these copies must have an original signature (preferably in blue ink). Mail completed forms to:

California State Library  
Budget Office - LSTA  
P.O. Box 942837  
Sacramento, CA 94237-0001